



Town of Chatham

Office of the Selectmen

Town Manager

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TOWN MANAGER

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MEMORANDUM

TO: Honorable Board of Selectman

FROM: Jill R. Goldsmith, Town Manager

DATE: November 25, 2013

SUBJECT: Town Manager's Report for the BOS meeting of November 26, 2013

Current Items:

- As of 11/22/13, Departments have submitted the FY2015 Operating Budget Requests per the level funding directive, as well as Capital Requests. We are using a new web-based submittal process. The Finance Director and I will be meeting with the Department Heads for the next few weeks and will bring any policy issues to the BOS prior to the Town Manager's omnibus budget submission.
- West Chatham Road Design Project – HSH has reached out to schedule meetings with each of the property owners abutting the two proposed round-abouts. This week HSH, Terry Whelan and I met with three property owners – Hess Station, Dunkin Donuts and Cape Cod Fishing Alliance. HSH is working to schedule meeting with the others prior to the December 17th BOS meeting.
- Letter of Intent with the Town of Harwich – While the BOS has approved one six month extension to the Letter of Intent, it is due to expire on December 31, 2013. Staff from both towns will seek a 9 month extension before then. As reported to the BOS by Town Counsel Mead in September, she will work to draft inter-municipal agreement (IMA) and it is still under development, expected the first week in December.
- Staff met to review the Fish Pier North Packing House Lessee's (Red's Best) performance and compliance with the lease. The lease provides for a 3 month review prior to the expiration (February 28, 2014). The lessee was notified of some issues to address but it appears they have and will continue to be in compliance. Staff will provide a formal recommendation to the BOS prior to the expiration.
- The owners of the *Diastole*, a Camp previously located at North Beach, have generously offered to donate it to the Town. Staff has identified a potential location for it, and will provide a recommendation to the BOS after further consultation with the owners.

I am pleased to enclose the Monthly Report of Department Heads for the month of October 2013.

TOWN MANAGER'S OFFICE: Submitted by Jill Goldsmith

Mission Statement: *The Board of Selectmen and Town Manager provide executive leadership for the Town of Chatham. Together, we pursue collaborative processes, ethical, and professional procedures to insure that Town resources are directed to providing the best services possible to protect public safety, public assets and a special quality of life in Chatham.*

Professional and Community Outreach	Meetings	Notes
Weekly Department Head and Regular Biweekly Meetings w/DHs	22	
Professional Meetings/Seminars/Conferences	2	CC Town Managers Monthly Meeting, JLMC
Meetings with Residents	3	
Project/Issue Meetings	15	Pre-Town Meeting, MRSD Finance Team, Mooring Permits/Fees, Marconi, Fish Pier, Rte. 28 Visioning, WCRD, Performance Management, and Personnel and Union items
Committee/Board Meetings Attended	9	BOS, Charter Review, Chamber Annual Meeting, Association to Preserve Cape Cod, Retired Men's Club
Union Meetings/Negotiation Sessions	1	IAFF
Town Counsel – On-site Office Hours	1	

In addition to preparation and follow-up for Board of Selectmen's meetings and regularly assisting staff, renewal information and applications were compiled and sent out to holders of on- and off-premise year-round liquor licenses, entertainment licenses and business licenses for automotive, eating and lodging establishments.

Two bids were due in October. One submission was received for the RFP for Subsurface Easement Rights for Land in South Chatham. The Rights were awarded to The Box Office Café for the purpose of fulfilling a nitrogen aggregation plan. Three submissions were received for the RFP for Rear Entry Access Improvements at the COA. The submissions are under review.

COMMUNITY DEVELOPMENT DEPARTMENT: Submitted by Deanna Ruffer

On a daily basis the Chatham Community Development Department strives to provide courteous and responsive quality service to our valued customers by fostering a respectful and welcoming environment resulting in a positive experience for all by:

- Listening to your concerns and providing accurate answers and information by responding in a friendly and thoughtful manner*
- Being accountable for all we do, "not shutting the door and pulling down the blinds" recognizing that everyone's needs are important*

- Being the “helping hand” in making the permitting process easier and employing a collaborative approach to finding solutions on complex issues, enabling the successful completion of your projects
- Maintaining a commitment to transparency by responding to requests for information to the full extent of Massachusetts public meeting and records law

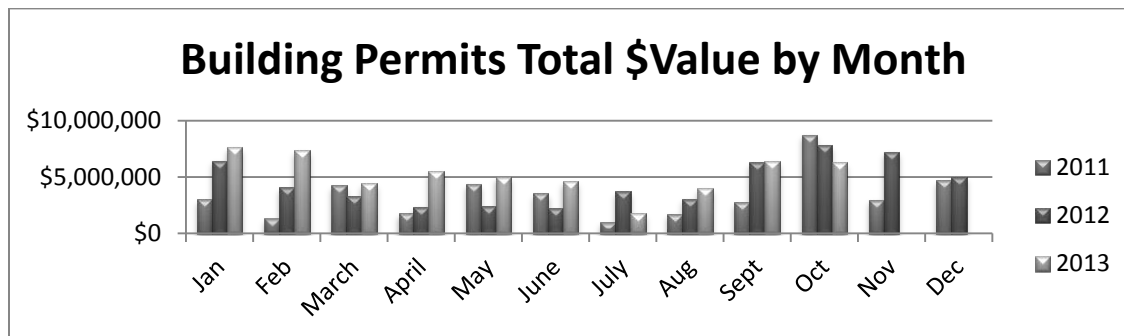
And when we do need to say no, to do so in a manner that is informative and educational, explaining the regulatory basis for such decisions

BUILDING DIVISION

	<u>2013- October</u>	<u>2012 Ave/Mo</u>	<u>2012 Total</u>	<u>2013 YTD Total</u>	<u>% 2013/2012</u>	<u>\$ Value – 2012 Total</u>	<u>\$ Value – 2013 YTD</u>
<u>Applications Submitted</u>	66	58	693	592	85%		
<u>Permits Issued</u>							
New Dwellings	3	3	37	37	100%	\$28,684,000	\$22,642,000
Apartments	-	-	3	2	67%	-	-
House Demolitions*	3	2	24	18	75%	-	-
Residential Additions/Renovations	59	45	536	496	93%	\$21,457,034	\$25,238,682
Nonresidential Additions/Renovations	5	2	36	31	86%	\$3,374,800	\$4,449,140
Public Alts/add	-		12	6	50%	\$397,900	\$520,500
New Commercial/Public Structures	-	-	1	-	-	\$306,672	-
Totals	71	51	637	585	92%	\$53,822,506	\$52,850,322
Average \$Value/permit						\$84,494	\$90,342
<u>Inspections</u>							
Building	69	80	965	881	91%		
Electrical	79	68	819	778	95%		
Gas & Plumbing	94	66	813	770	95%		
Total	242	214	2,597	2,429	94%		

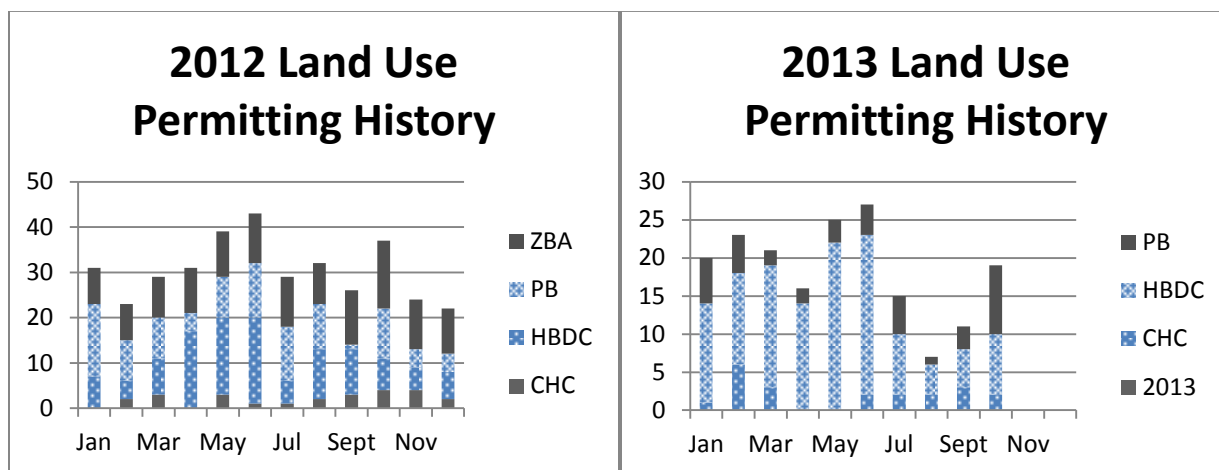
* demolition permits are included in residential additions/renovations

During October the Building Division continued to see the annual resurgence in building permit activity in anticipate of the winter construction season. With 83% of the calendar year completed, the department has issued as many building permits for new dwellings as were issued for the full 2012 calendar year. One of the new dwelling permits issued in October was for one of two affordable dwellings being built as part of the Levi’s Path development in South Chatham.



REGULATORY BOARDS

The following tables provide a comparison of permitting activity in 2012 and 2013 for the four land use regulatory boards/commissions supported by the Community Development Department. Additional detail regarding the specific activities of each board/commission follows. Land use permitting activity increased significantly in October. Both HBDC and the Planning Board continue to see notable activity with pre-application conferences, which will likely lead to increased permitting activity later this fall and early in 2014.



Historical Commission – There were **two** Historical Commission meetings in October 2013.

<u>Applications</u>	<u>Cases</u>	<u>Imposed</u>	<u>Not Imposed</u>
Demolition Delay	2	0	2
	<u>Cases</u>	<u>Denials</u>	<u>Approved</u>
Partial Demolitions	-	-	-
	<u>Cases</u>	<u>Referred</u>	<u>Not Referred</u>
Substantial Alterations	-	-	-
TOTAL	2	2	2

Historic Business District Commission (HBDC) – There were **two** HBDC meetings in October 2013.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>
Pre-application	3	-	-	-
COAs	6	4	-	2

Signs	-	-	1	-
TOTAL	9	4	-	2

Planning Board – There were **two** Planning Board meetings in October 2013. The Board also continued preparing for their role in implementation and met jointly with the Board of Selectmen on October 29th to receive the Cape Cod Commission’s recommendations for land use in the corridor.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>
Subdivision Control Law			
ANR Plans	3	3	-
Preliminary Subdivision Plan	-	-	-
Definitive Subdivision Plan	-	-	-
Site Plans			-
Pre-applications	4	4	
Formal	-	-	-
Amendment	-	-	-
Special Permits	-	-	-
Recommendation to ZBA	-	-	-
Bond Reduction/COC Issuance	2	2	-
TOTAL	9	9	-

Zoning Board of Appeals (ZBA) – There were **two** ZBA meetings in October 2013.

<u>Applications</u>	<u>Cases</u>	<u>Approvals</u>	<u>Denials</u>	<u>Continued</u>	<u>Withdrawals</u>
Special Permits	9	7		2	-
Amendments to Special Permits	1				1
Dimensional Variance	-	-	-	-	-
Sign Permits	-	-	-	-	-
Appeals of ZEO actions	1	-	1	-	-
Comp Permit (40B)	-	-	-	-	-
TOTAL	11	7	1	2	1

At the October 24th meeting the ZBA heard an appeal of the Zoning Enforcement Officer’s determination that enforcement action was not warranted at 693 Orleans Road. This appeal was denied by the ZBA.

PLANNING DIVISION

During the month of October 2013, staff worked on the following planning projects and assisted the following advisory committees with their activities:

ROUTE 28 CORRIDOR VISIONING PROJECT on October 29th Phil Dascombe, Senior Planner with the Cape Cod Commission presented their draft recommendations for the corridor to a joint meeting of the Board of Selectmen and Planning Board. This opened a 60 day public comment period which includes a further discussion by the Board of Selectmen and Planning Board with the Commission staff on November 19th and a public input meeting sponsored by the Planning Board on December 3rd. More information about this project is provided in the Cape Cod Commission's monthly report, which is included in the Town Manager's monthly report to the Board of Selectmen.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE: The Committee held two meetings in October to begin the fact finding process on how they can help advocate for the infrastructure needs of Chatham's commercial and recreational maritime industry and ensure community access to the water.

COMMITTEE FOR THE DISABLED: The Committee is focusing on developing a brochure to assist residents and visitors in locating businesses and services that are ADA accessible. The Committee has begun gathering the data. Staff will be assisting with the development of the document to ensure the the content is accurate and the design/layout are consistent with other municipal publications.

BIKEWAYS COMMITTEE: The Committee is assembling an action item plan for the coming year to help focus their efforts on certain core goals including public education/safety outreach and infrastructure improvements for West Chatham. The Committee is in process of developing a bike safety video and outreach materials targeted toward foreign workers and visitors.

AFFORDABLE HOUSING COMMITTEE: The Committee will be assembling an action item plan to help focus their efforts for the coming year. The items enumerated will draw from the recently approved housing production plan. At it last meeting, the committee discussed developing an educational video as part of its public outreach initiative. They also discussed submitting an application for CPA funding to replenish the funds in the Affordable Housing Trust Fund.

INTER-DEPARTMENTAL PROJECTS

Community Development Department staff was involved in the following inter-departmental or town-wide projects in the month of October 2013:

E-PERMIT PROJECT: Building and Health Departments are using the Acella software. System configurations are ongoing. Improvements continue to be made to system reporting and output document templates. The Cape Cod Commission has designated a member of its IT staff (Dave Sullivan) to be the point person for the Acella project. Dave has been assisting Chatham staff as they identify issues in the system. Coordination with the Commission on Phase 2 of this project is ongoing.

FEMA FLOOD ZONE MAP UPDATES: Staff continues to assist the public with inquiries related to the new flood maps. On October 18th, the GIS Coordinator gave a presentation to the Retired Men's Club.

This presentation was a general overview on the map update process and the Biggert-Waters Insurance reform act. On October 24th, the GIS Coordinator also participated in a public education session organized and hosted by Alan Long (Eldredge & Lumpkin Insurance Co.) This event focused on the insurance ramifications associated with the Biggert-Waters Act. The following data summarizes the level of public inquiry since the last monthly report

- Office Inquiries: 14
- Phone Inquiries: 12
- Email Inquiries: 6

Chatham Preliminary Flood zone webpage data:

<http://www.mapsonline.net/chathamma/chathamfemaprelim2013.html>

- Total Site Visits: 612
- Unique Site Visits: 345
- New Visitor: 42%
- Returning Visitor: 58%

Community Rating System (CRS): Chatham received its annual CRS verification. The Town remains in good standing at Class 8. This entitles property owners to a 10% discount on flood insurance. GIS Coordinator is researching the feasibility of improving the Town's rating to gain additional discount.

GIS Coordinator has been assisting the Cape Cod Commission in developing a plan to assist other communities in joining the CRS program. Stronger regional participation in the program may yield new opportunities for increased insurance discounts, streamlining of certain educational/outreach components to maximize program point accumulation and opportunities for regional grant funding for hazard mitigation projects.

SEWER CONNECTION PROJECT: Major software development has been completed. Staff is currently using the system to input existing applications. GIS Coordinator will continue to monitor the software and work with staff to fine tune the system and make final adjustments. It is anticipated that we will begin outreach to local engineers and contractors once the system has been fully tested on the staff level. Subsequent work will include developing custom report functions.

HARBOR MANAGEMENT PROJECT: GIS Coordinator continues to work with IT Director and project team from Dennis and Provincetown. The program will go live in November to coincide with the annual mooring permit renewal process.

AERIAL PHOTOGRAPHY/GIS DATA UPDATE: Chatham has joined the list of communities participating in the MassOrtho Aerial Photography Procurement Project. Staff is coordinating with the Cape Cod Commission to ensure data accuracy and quality control. Participation in this project will enable Chatham to acquire town wide aerial photography with a significant cost

savings compared to a solo project. The imagery will allow for a comprehensive update of the Town's planimetric (GIS) data set which has not been update.

MASTER ADDRESS TABLE: GIS Coordinator with ongoing assistance from PD and FD continues to update new and incorrect street address data. This data provides a standardized baseline of data for numerous other municipal applications and is an essential component to the public safety dispatch mapping system.

WEBASSESSOR: The FY14 CAMA database has been uploaded to the online assessing kiosk (WebAssessor). Public access to property record cards, summary report and property photos is now available. The GIS Coordinator is working to update parcel geometry and fix mismatched parcel data resulting from the transition to new appraisal software.

FINANCE DEPARTMENT: Submitted by Alexandra H. Heilala

The Town of Chatham Finance Department will listen carefully and completely to our customers request for service and view their needs with importance and responsiveness while using the opportunity to foster positive relationships.

Accounting – There was increased activity at the front desk in October as the Accounting Clerk answered 617 phone calls and assisted 505 people who walked into town offices. The increase in activity might be attributed to the fact that tax bills were mailed on October 1st and due by November 1, 2013. She processed 1166 invoices on two accounts payable warrants. In addition to the meetings listed below, the Finance Director attended the Special Town Meeting on October 7, 2013. The Finance Director attended the following meetings in October:

- Board of Selectmen 2
- Community Preservation Committee 1
- Finance Committee: 1
- School Finance Meetings: 1
- Waterways Advisory Committee: 1

Assessors Report

- Collect & review statutory exemption forms for FY14
- Accept passport applications on a regular basis
- Work with Clerks & Collectors for office coverage
- Process monthly MV & Boat excise abatements
- Research and data entry FY14 Boat Excise billing information
- Answer & educate valuation process to regarding taxpayer inquiries of FY14 values
- Accept FY2014 Real Estate/Personal Property abatement applications
- Work on restoring remote access to RMV. Communications were lost with new computer.
- Support Permit Dept when ownership questions arise for resident stickers
- Update CAMA database to reflect FY14 parcels changes

Treasurer/Collector – Tax bills were mailed on October 1, 2013, with a due date of November 1, 2013. Collections were strong throughout the month, especially the last week before the due date. A reminder that the office does not mail demand notices on the first half bill, only on the bill mailed in April. A reminder that if a tax bill was not received, contact the office to obtain payment information to avoid increase interest costs.

The Treasurer initiated the next step in the foreclosure process on an additional five properties; making a total of six properties on the way to foreclosure. The steps leading to property taking are: there is a delinquent tax payment for the previous fiscal year; advertise and put the property into 'tax title' (essentially to place a lien on the property); contract with legal counsel to begin foreclosure in Land Court (currently 6 properties); foreclose if taxes (including penalties & interest) are not paid in full; dispose of the property (auction, open space, municipal purpose).

FIRE RESCUE/EMS DEPARTMENT: Submitted by Chief Michael Ambriscoe

Answering the Call, Making a Difference, Protection and Service through EXCELLENCE!

The fire department responded to 212 emergency calls for service in the month of October. The ambulance transported 84 patients to the hospital and received \$64,602.88 in revenue. Fire inspections and permits generated \$2,215.00 in revenue. Total fire department revenue received for October is \$66,817.88.

Fire Suppression/Emergency Medical Service

Emergency Incidents: 212

Ambulance Transports: 84

Ambulance Receipts:

\$64,602.88

Firefighter Injury: 0

Civilian Injury: 0

Mutual Aid Received: Harwich -1

Given: Orleans - 1

Fire Prevention/Code Enforcement

Smoke Detector/CO Inspections: 39

Building Inspections: 6

Plan Review: 25

Oil Tank Removals: 0

Oil Burner Inspections: 4

Sprinkler Modifications/Disconnects: 0

Sprinkler System Test: 0

Tent Permits: 0

Permits: 20

Marine Refueling Permits: 0

School Fire Drills - 2

Fire Prevention Division revenue received:

\$2,215.00

TOTAL FIRE DEPARTMENT REVENUE – October**\$66,817.88****Training**

The department received a total of 872 hours of training in the month of October.

Below is a list of the types of monthly training. Some of this training was funded by a Homeland Security Grant awarded to the fire departments in Barnstable County through the Southeastern Regional Planning and Economic Development District known as SERPDD.

TYPE	Hours	# FIREFIGHTERS	TOTAL TRAINING HOURS
Call Firefighter	25	4	100
Hydraulics	2	23	46
Firefighting with foam	2	16	32
Advancing Hoselines	3	23	69
Pre- Incident Planning	2	12	24
Pump Operations	5	10	50
Ground Ladder Operations	1	5	5
Dive Training	5.5	2	11
Hazmat Operations	2	16	32
Technical Rescue Team	4	9	36
Structural Collapse Technician	4	80	320
Water Rescue Technician	25	3	75
Cyanokit Protocols	2	12	24
Tourniquets	2	12	24
Suction unit	2	12	24
TOTALS	86.5		872

Public Fire and Safety Education

The department's Public Education Coordinator provided a "Kitchen Safety" program that reached 236 students in grades Pre K – grade 4.

The department held its annual Open House for Fire Prevention Week which was attended by over 100 children.

HEALTH AND ENVIRONMENT: Submitted by Dr. Robert Duncanson

We are committed to maintaining the health and welfare of the citizens of Chatham while preserving, and enhancing where possible, Chatham's unique natural environment within the confines of state and town regulations, codes, and policies and will endeavor to administer these rules in a fair and impartial manner.

CONSERVATION DIVISION**Conservation Commission / Regulatory Responsibilities**

The Conservation Commission held **4 meetings** and **3 on-sites** and attended a MEPA onsite.

New Applications received in the month of October 2013 compared to previous years:

APPLICATION	2013	2012	2011
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Notice of Intent	6	4	8
Request for Determination	2	2	0
Request to Amend an Order	0	3	2
Administrative Reviews	9	7	14
TOTAL RECEIPTS	\$2,010	2,141	1,557.50

This month the Commission dealt with several field changes requested by applicants on projects already permitted and underway. If minor, these changes were accepted. If significant and still within the scope of the original permit, the Commission allowed the filing of a request to Amend the Order of Conditions pursuant to MA DEP's policy #85-4.

Comments to other Boards: Comment letters were provided to the Zoning Board of Appeals and/or the Planning Board and/or Board of Health.

Violations

The Commission dealt with one violation this month and held a discussion with a property owner who has failed to comply with an Enforcement Order.

Subcommittee Work: "Process & Regulation" subcommittee met on Oct 3 to discuss and prioritize tasks and future agenda items for the subcommittee. "Conservation Land Management" subcommittee members visited conservation properties.

Field Work and Administrative Work - Staff made numerous site visits to review proposed projects; inspected projects for compliance; conducted numerous site visits prior to work start or to review projects in progress; conducted inspections for Certificates of Compliance; followed up on violation matters which included attending Orleans District Court, writing violation letters, calling contractors; and met with applicants, contractors and representatives; reviewed all building permits prior to their issuance; issued comments to the Zoning Board of Appeals and to the Planning Board.

AmeriCorps – The division's individual placement began serving on conservation-related projects. Bethany Reynolds will serve the town one day per week until July 2014. She will play a key role in helping with the new conservation land stewardship program. Another member is serving with the Shellfish Dept. The Department and the Town have participated in the AmeriCorps program since its inception and once again are fortunate to be allotted the service of these volunteers to help on special projects at no cost to the Town.

Conservation Land Management

- **Sylvan Gardens:** Held a volunteer work day. Contractors in attendance included: North Chatham Landscaping, Mark C. Welch Landscaping, Morrison Tree Service, and Dave's Landscaping.
- **George Ryder Forest:** Sign installed

- **Website:** New conservation land website has been published detailing trails on conservation properties <http://chathamamericorps.wix.com/chathamconserv>
- **Stewardship Program Kickoff:** Staff held a training program on October 24th for those interested in serving as stewards for town-owned conservation properties. There were over 25 people in attendance and more have volunteered to walk trails and submit their observations.

Public Outreach & Education

- Commission Chair DeeDee Holt continues to write a biweekly column for the *Cape Cod Chronicle*.
- A landscape program will be held **Nov 16th at the Community Center** “Protecting Our Water Resources – An Ecological Approach to Land Care and Design”. The program is free, but registration is requested. Well-known horticulturist and photographer Rick Darke will be the featured speaker.

Senior Tax Work Off Program

The Conservation Division is very pleased to have three participants who have begun projects under this program. Barbara Waters continues to assist staff with the development and recent kickoff of the conservation land stewardship program.

Land Bank Open Space Committee

A meeting was held. The LBOSC will be proceeding with submitting a warrant article to secure perpetual conservation restrictions on land purchased with land bank funds as required by the Act.

Other Meetings - Staff attended the following meetings / workshops:

- Pleasant Bay Alliance workgroup

ChathamRecycles

Volunteer Paulette Fehlig continues to provide the biweekly ChathamRecycles column in the *Cape Cod Chronicle* and helps manage the website – www.ChathamRecycles.org

The current list of recyclables in brochure form is now handed out with the transfer station stickers that list the recyclables and the fee schedule for other items that must be disposed of and diverted from SEMASS (mattresses, tires, construction debris, appliances, etc.). Recent changes include:

- Mixed Paper – no more separation of newspapers and magazines. Mixed paper bin is for newspaper, magazines, phonebooks, cereal boxes, paper bags, etc.
- Textile Bin – new added bin takes all things textile including single shoes, damaged clothing, linens, towels, rags, hats, belts, remnants, etc. Items do NOT need to be re-usable, only clean and dry as they will be recycled in many ways. The town receives \$100 per ton. American Red Cross and Salvation Army bins remain.
- Bulky, Rigid Plastics – a separate receptacle is now in place taking bulky plastics such as children’s toys, patio furniture, fish totes, etc.

Food Composting Program – bring food compost to the Transfer Station. Accepting compostable food scraps (please no meat/bones/fat). Bins are located in the recycling area. Any questions, contact the Transfer Station. Food scraps are a significant part of our trash and much of it is compostable and can be diverted from the waste stream which saves the cost of trash disposal at SEMASS.

ChathamRecycles blue Recycle Totes are for sale at the Transfer Station for \$8 each and Compost Bins for a bargain price of \$43 each.

The 6th annual DROP & SWAP held Oct 19th was well-attended. Volunteers from AmeriCorps Cape Cod provided assistance with the event.

HEALTH DIVISION

DEPARTMENT PROJECT ACTIVITY

The following items and activities occurred during the month of October 2013 by Health Department staff:

- Secretary: Work on Accela applications for annual licenses and renewals for 2014.
- Secretary/Health Agent: Process and review Sewer connection properties.
- Health Agent/Health Inspector: Annual and routine inspections/re-inspections.
- Health Agent: Engineer conferences.
- Health Agent: Review hearing applications and prepare staff reports for Board of Health.
- Health Agent: Work with GIS to develop sewer connection tracking system.
- Health Agent & Secretary: Accela Training/ dev. new regional permitting initiative.
- Health Agent and Secretary: Accela system initiated, working on live version with IT department to develop proper forms and tracking.
- Health Agent/Health Inspector: Attend annual Mass Health Officers Association Conference.
- Health Agent/Secretary: Planning flu clinics
- Health Agent: Annual Flu Clinic, vaccinated approximately 175 adults.
- Health Agent/Health Inspector: School Flu Clinic EDS drill, vaccinated approximately 150 employees and families.
- Health Agent: Flu Clinic at CBI for employees and Chatham Food Service workers.
- Health Agent/Secretary: KI plan and distribution, Monomoy/Chatham Schools.
- Health Agent: organize by weekly blood pressure clinics with Barnstable County Health
- Health Agent: ChathamRecycles Drop and Swap, planning and work the event.
- Health Agent: SWAT preparation for BOS presentation.
- Health Agent/Health Inspector: Global Harmonization Training for Emergency preparedness.
- Health Agent: Email Communication drill and prepare metrics report.

BOARD OF HEALTH:

- Meetings: October 7 – cancelled; October 21
- Hearings/Discussions: 2

PERMITS/LICENSES ISSUED:

• Disposal Works Construction/Plan reviews:	15
• Food Handlers:	8
• Test Holes:	5
• Well Construction:	1
• Real Estate Inspection Reports:	14
• Bay Scallop Facility	2
• Inn/Motel Inspections	6
• Food Service Inspections	5
• Septic Inspections	12
• Site Inspections	2
• Complaint Inspections	1
• Perc Tests	17
• Zoning Board of Appeals Comments	6
• Building Department Permit Comments	29
• Planning Board Comments	1

COASTAL RESOURCES

Project Planning/Coordination

- Old Mill Boat Yard Pier Reconfiguration- Further comments made to revised plans. Engineer preparing cost estimates to proceed with development of Seaport Advisory Council construction grant application.
- Town-Wide Dredge permit- Eelgrass survey work in Nantucket Sound complete. Reviewing results with contractor. Awaiting further status of permit from Corps of Engineers.
- Pleasant Bay ACEC dredging- Existing contract with consultant for town-wide permit has been expanded to develop amendments to include Pleasant Bay dredging into town-wide dredge permit (once approved). Eelgrass survey completed.
- Ryder's Cove/Marconi Park- Clark Engineering (along with Brown, Richardson and Rowe) has been hired to refine existing approved "concept plan" into a more detailed engineered site plan with more accurate cost estimates.
- Mitchell River Bridge- Easement documents filed with the County Registry. Awaiting final bid package to be advertised by the State. Met with Town Counsel to review other easement documents required by MADOT.
- Mill Creek/South Chatham Beach Nourishment- Dredging of Mill Creek channel to begin early Nov with material to be placed on Cackle Cove feeder beach. Larger project to remove material along west side of jetty scheduled for February 2014.
- Battlefield Landing and road- Met with engineer to discuss and revise plans for drainage and road layout. Engineer to revise accordingly and develop some comparative cost estimates.
- South Coastal Harbor Plan Update Report- Final draft plan approved by committee and has been circulated to other staff and committees for review/comment.
- Linnell Lane Nourishment- Awaiting initiation of private permitting efforts by interested parties.
- Water Street East Access Stairs- Old Village Assoc. involved in independent fund raising effort.

Ongoing Administrative Activities

- Seasonal Shorebird Monitoring- Final monitoring reports prepared and submitted to the state as required.
- Monomoy Refuge- Continued discussions within staff and elected officials have ensued regarding the pending release of the draft CCP.
- Town Landing Officer seasonal staff no longer on duty for the season.
- Coordinating senior tax program effort related to managing files and permits for coastal structures. Tax program for calendar year 2013 now completed.
- Coordinating efforts by intern to field identify and digitally map and photograph erosion control structures.
- Met with the Economic Development Committee to review landings and waterfront infrastructure as it may relate to potential for economic development.
- Attended site visits with Conservation Commission regarding proposed erosion control projects.
- Met with Deanna Ruffer to discuss interest of the newly formed Economic Development Committee on relationship of waterfront infrastructure and economic development.
- Met with Town Manager and other staff to discuss tasking the Waterways Advisory Committee on reviewing existing and planned waterfront infrastructure and other marine operational capital needs as it relates to sources and amounts of revenue generation.

Other Meetings

- Attended regular committee meeting with the Waterways Advisory Committee, South Coastal Advisory Committee and the North Beach Advisory Committee.
- Attended Pleasant Bay Coastal workgroup meeting.
- Attended Selectmen meeting relative to the annual committee updates of the South Coastal Harbor Plan Committee and the Waterways Advisory Committee.
- Attended Barnstable County Dredge Advisory Committee meeting to discuss last year's completed dredge program and review proposed FY 2014 dredge program. Also discussed need to plan/budget for potential replacement of the existing dredge plant.

SHELLFISH

The shorter days and dropping water temperatures affected landings for all shellfish but especially the razor clam fishery throughout October. To harvest razor clams, fishermen are submerged in the water for hours at a time and occasionally dive to retrieve the mobile razors. Harvesters are investing in expensive wet and dry suits in order to continue harvesting razors through the winter months. Prices for razor clams remain high, with an average of \$3.50 per pound. Only a handful of fishermen are still targeting soft-shell clams, and most of the product is coming from the South Way. The South Way (flats along South Beach and Monomoy) is showing promising signs of steamer seed along with a healthy set of quahogs. The growing concern of this area is access. Shoaling from the new cut is extending towards North Monomoy and restricting access to the southern areas of the South Way. Harvesters must leave hours before low tide and stay a few hours after the tide turns, thus affecting the overall number of days in the month this area is accessible.

Estimated Wholesale Value of Commercial Shellfishing Fleet											
Year to Date 2013											
	January	February	March	April	May	June	July	August	September	October	Total
Soft Shell	\$40,500	\$32,200	\$53,000	\$76,000	\$135,000	\$126,000	\$45,000	\$40,000	\$35,000	\$25,000	\$607,700
Quahogs	\$9,000	\$7,600	\$10,000	\$19,500	\$35,000	\$50,000	\$65,000	\$70,000	\$65,000	\$30,000	\$361,100
Mussels	\$5,000	\$3,000	\$10,000	\$13,000	\$30,000	\$35,000	\$45,000	\$45,000	\$20,000	\$10,000	\$216,000
Razon Clat	\$25,000	\$18,500	\$110,000	\$144,500	\$120,000	\$138,000	\$170,000	\$165,000	\$120,000	\$70,000	\$1,081,000
Monthly Total	\$79,500	\$61,300	\$183,000	\$253,000	\$320,000	\$349,000	\$325,000	\$320,000	\$240,000	\$135,000	
Y-T-D Total	\$2,265,800										

Violations Issued

- 1 – In possession of greater than 5% seed oysters
- 1- Confiscation and warning of over weekly limit of oysters

Shellfish Permits Issued

- 9 – Resident at \$25.00 \$225.00
- 4 – Senior at \$10.00 \$ 40.00
- 7 – Non Resident at \$80.00 \$560.00
- Total: \$825.00

Oyster River Update

Oyster River was opened to shellfishing on October 14th. Despite the government shut-down, the Division of Marine Fisheries made the call to open the river without FDA's official approval. The department began broadcasting oysters the following day, October 15th. Seasonal staff was recalled to aide in the broadcasting of 140,000 oysters; haul out of oyster cages and float bags, as well as to assist in additional enforcement. Over 10,000 oysters have already been harvested.

Meetings/Conferences

- MEPA on-site visit; 25 Ministers Point Lane/Scatterree proposed revetment
- BOS scallop season opening
- Mass. Shellfish Officer's Association BOD meeting: Set agenda for upcoming MSOA meeting; discuss educational opportunities for MA Constables on naturally occurring bacteria (*Vibrio* p.) and implications on shellfish harvesting.
- Craig Rowe; discuss necessary fields for shellfish permit data in Accela .
- Michael and Anne Westgate; ARC
- Dave Likos, SAC Chairperson: October agenda

Propagation

- Broadcast: 40,000 seed scallops in Bassing Harbor
 968,000 quahogs throughout Chatham waters
 140,000 oyster in Stage Harbor Complex
- 100,000 oyster seed to deep water for over-wintering
- Change out nets, repair and clean gear.
- Daily cleaning of upweller

- Fix and maintain intake lines to upweller

AmeriCorps

- Training/orientation for new AmeriCorps volunteers (2013-14)
 - Presentation: Shellfish/Aquaculture 101
 - In field demonstration
- Orientation of AmeriCorps Placement for 2013-14 project: Potential Influences of Environmental Conditions on Shellfish Survey Results. Tasked with developing testing protocol and implementation.
- Attended External Review Working Group

SAC

- Review of South Coastal Harbor Management Plan implementation report 2013. Comments submitted
- Eider depredation discussion: Department tasked with outlining deterrent method protocol.

Also:

- 10-21: Last PSP mussel test (red tide)
- Letter of support and agreement to provide oyster samples for proposed Kennebec River Bioscience grant submission: "Determination of the distribution of *Bonamia exitiosa*, an emerging pathogen of Eastern oyster *Crassostrea virginica* along the US Atlantic Coast". *B.exitiosa* was detected in Stage Harbor oysters.

WATER QUALITY LABORATORY

- Continued relocation/setup of laboratory facilities into new laboratory in wastewater treatment facility Operations Building
- Continued de-mobilization of equipment following completion of summer Coastal Water Quality Nutrient Monitoring Program

STICKER (PERMT) OFFICE

The Sticker Office closed for the season in mid-September. Stickers are available at the Health & Environment Department (261 George Ryder Road, upper level) Monday to Thursday from 8 AM to 4 PM and Friday from 8 AM to 12:30 PM. 2013-2014 applications are available on the town's website at: http://www.chatham-ma.gov/Public_Documents/ChathamMA_Permits/index. 2013 North Beach ORV stickers are also available by mail or at the Health & Environment Dept.

During October the following stickers/permits were sold:

- New Recycle Sticker – 18
- New Combo Sticker (transfer station & beach) – 0
- New Transfer Station only Sticker – 28
- New Beach only sticker -0
- New Family Resident Shellfish (includes seniors) – 13
- New Family Non-Resident Shellfish - 7

- New Commercial Shellfish Includes Senior & Junior)- 0
- Replacement Stickers (all types) – 38
- North Beach ORV - 4
- Total Revenue for September – \$3,176.00.
- Total Year –to-Date - \$750,497.

WASTEWATER PROJECT

- Through October 37 new sewer connections have been completed (installed and inspected) to the sewer extensions completed in Phase 1 and 57 are pending (awaiting technical review, trench permit, installation, etc.). Six (6) new applications were received in October. These connections have been voluntary; no Board of Health connection orders have yet been issued. There are approximately 350 properties in the Phase 1 area.
- D&C Construction began installation of the new force mains (FMs) between the Stage Harbor Pump Station (located in the parking lot behind main St.) and the intersection of Queen Anne Road and Oyster Pond Furlong. These new FMs will connect into new FMs installed as part of the recently completed work under Route 28 and will convey the wastewater to the Water Pollution Control Facility located off Sam Ryder Road. The Contractor also started mobilizing for the rehabilitation work on the Stage Harbor Pump Station so a number of parking spaces in the parking lot have been temporarily blocked off.
- Site visits to collection system expansion construction as needed
- Updated wastewater project webpage on town website as needed
- Progress meeting with Engineer, Contractor, Operations staff and town staff for Stage Harbor Pump Station rehabilitation project
- Progress meeting with Engineer, Contractor, Operations staff and town staff for Stage Harbor collection system extension project
- Numerous interactions (phone/in-person) with local residents regarding wastewater program topics/issues
- Meeting with Town Manager and Senior staff from Engineers to resolve issues related to costs for water pollution control facility project, successfully resolved
- Training on new Asset Management software for wastewater facilities
- Workshop with Engineer design staff for review of design parameters for Phase 1C-1 collection system expansion
- Meeting with Engineer regarding USDA grant items related to ongoing projects at the water pollution control facility
- On-site visit with Engineer, Contractor, Town Staff to resolve issues resulting from gas main relocation
- Ongoing dissemination of information on the Barnstable County Community Septic Management Loan Program, this program provides low interest loans for septic system replacement/upgrade and sewer connections. Information is available at:
<http://www.barnstablecountysepticloan.org/>

TOWN/OTHER PROJECTS

Director of H&E activities included the following areas, in addition to wastewater project activities above:

- Weekly Department Head meetings
- Bi-weekly Town Manager meetings
- Water & Sewer Advisory Committee meeting
- Attended/presented article at Special town Meeting
- Staff meeting with Consultant on West Chatham Roadway Design Project
- Attended Conservation Commission meeting regarding Fox Pond remand from Court
- Participated in multiple meetings of the Cape Cod Water Protection Collaborative Technical Advisory Committee reviewing 208 Plan fact sheets
- Participant in Cape Cod Commission 208 Plan Watershed Workgroup – Pleasant Bay
- Attended multiple meetings of Cape Cod Commission 208 Plan Panel on Technologies
- Coordinated ongoing environmental assessment activities at Fire Station
- Staff meeting with Town Manager regarding Waterways Advisory Committee
- Meeting with Town Counsel on variety of issues/questions
- Attended Cape Cod Water Protection Collaborative Governing Board meeting
- Staff meeting on mooring fee discussion
- Participated in Muddy Creek Restoration Bridge Project team meeting
- Attended Waterways Committee meeting/discussion on mooring fees
- Met with Chair of Water & Sewer Advisory Committee to review/revise proposed language changes to Article II of the Rules and Regulations of the Sewer Department
- Participated in progress meeting on proposed water treatment facility site selection/design
- Participated in training on new Global Harmonization System (hazardous materials) requirements
- Attended presentation/demonstration by NSTAR on herbicide application for Rights-of-Way management
- Reviewed proposal received for use of subsurface easement rights for nitrogen aggregation plan
- Participated in staff/Consultant conference call on West Chatham Roadway Design Project
- Participated in Pleasant Bay Alliance Watershed workgroup meeting
- Participated in pre-proposal meeting/provided tour of WPCF for potential respondents to RFP for water & sewer operations contract
- Provided update to Conservation Commission on proposed herbicide use by NSTAR for Rights-of-Way management
- Participated in Muddy Creek Restoration Bridge Project public meeting on 25% design
- Participated in conference call with Muddy Creek Restoration Project team on hydraulic/flooding analysis
- Attended APCC Annual Meeting, was awarded the Paul Tsongas Environmental Recognition Award
- Prepared and submitted comments to Planning Board and DPW on pending projects
- Prepared and submitted monthly Department activities report
- Attended Board of Selectmen meeting(s) on variety of topics, including SWAT, FEMA, NSTAR's proposed use of herbicide for Right-of-Way management, etc.

HUMAN RESOURCES DEPARTMENT: Submitted by Gerry Panuczak

Assimilate best practices to balance management, employees, and taxpayers points of view in the creation of that environment.

Human Resources

The open positions being recruited for in October, 2013 are Local Building Inspector, Central Permitting Coordinator, Community Development Secretary, Council on Aging Program Coordinator, Council on Aging Intermittent Bus Driver, Intermittent Building Supervisor, and Seasonal Snow Plow Driver. The Local Building Inspector, Central Permitting Coordinator, and Community Development Secretary positions are in the Community Development department. Second round interviews for the Local Building Inspector and Central Permitting Coordinator positions were conducted, and finalists met with the Town Manager. Anna Brigham was hired for the Central Permitting Coordinator, and James Badera was hired for the Local Building Inspector. Interviews have not been conducted for the Community Development Secretary as yet. The grant funded Council on Aging Program Coordinator position was staffed by Kasey Friedland after eight candidates were considered. Responses were sent to second Chatham Municipal Employees Association grievance. The other open positions are currently accepting applications. Retirees on senior plans were communicated with in early October informing them of the plan year change, and sharing the plan costs and highlights. Several retirees have contacted the Human Resources office to change plans and have questions answered about the senior plans. Analysis is being conducted in preparation for the Fire Contract Arbitration.

Channel 18

The Special Town Meeting was recorded on October 7, 2013. This included a complete remote studio setup and break down. The pilot room for the self-service rooms has been completed and tested. The first scheduled meeting was conducted in the room and was successful. I will be sending information to the Town Manager about current meeting load, including overlaps, for planning purposes for what other conference rooms get set up for self-service.

Council on Aging

The generator has been scheduled for final installation and testing. The COA will move programming to the Community Center for the final installation day. The \$7 Monday Lunches continue and are open to the public. Chef Heather Bailey prepares the lunch. October through December is Medicare enrollment, and the COA has clinics scheduled to assist seniors in making choices. The fuel assistance signups continue as we enter the heating season.

Human Services Committee

The committee has begun weekly meetings to review the returned RFP's from funded agencies for fiscal 2015. Committee members are visiting and speaking with agencies to clarify RFP requests, and certain agencies are scheduled to attend a committee meeting to present their RFP.

PARKS & RECREATION: Submitted by Dan Tobin

Creating lasting memories and community through people, programs, parks and beaches with integrity and excellence.

Youth Sports/programs

- Youth Basketball & Youth Skating Program registrations went out to the schools
- The first session of fall classes wrapped up at the end of the month.
Tumbling had 9 in the ages 3-5 class and 10 in the ages 6-8 class.
Arts & Crafts had 14 in the class.
- We hosted another blood drive on October 24TH that was successful.
- Staff still continues to meet regularly to discuss the Middle School Afterschool Program.
- We met with the Parks & Recreation Commission to discuss the MSASP and got there vote for support

In the month of October, we took a trip to Six Flags on the 5th for Fright Fest. We also, started a cooking class for middle school students on 10/17 with 7 students in class. Our 5th and 6th grade Halloween Party on Oct. 18, had 81 Chatham and Harwich students in attendance (our biggest to date). We offered Capture the Cod (indoor version of capture the flag) on Sunday Oct. 20th, with only 3 participants. ON the 25th, we had our 7th and 8th grade Halloween Party. On the 26th, we went to the UMASS football game at Gillette Stadium. We started our annual food drive through CMS on the 28th of October.

Adult Program Info for October 2013:

Adult Classes: All Occasion Stamp-A-Stack Card Class – ongoing once per month
Plein Air Landscape Painting Workshop – Wednesday mornings
Introduction to Oil Painting – Thursday mornings

Adult Recreation: Badminton – Monday & Thursday A.M.
Pickleball – Tuesday, Wednesday & Friday mornings
Age 18+ Recreational Basketball – Tuesday evenings
Indoor Tennis – Wednesday evenings
U.S.C.G Open Recreation – Wednesday mornings

Adult Fitness: Totally Fit, Totally Fun – Mon./Wed./Fri. morning
Senior Total Fit – Monday mornings
Yoga for All – Mon./ Wed./ Fri. morning & 5:30 P.M. on Mondays
Kripalu Yoga – Tuesday morning
Beginner & Intermediate T'ai Chi – Tuesday mornings
Yoga with Margaret Moore – Thursday mornings
Power Sculpt – Thursdays @ 5:30 P.M.

Other Offerings: Mahjongg – Wednesday & Thursday

Other Duties:

- Fall Planning for new programs
- ReCPro data entry for courses, registrations, memberships, rentals
- Bulletin Board Announcements & registration forms for new programs
- Process Permission to Use Forms for room rental requests & enter into ReCPro

- Financial Reports/Turn-Ins to Helene
- Compile CCC News for monthly advertisement in The Chronicle
- Order Game Room & winter program equipment
- Help with room set-ups as needed
- Staff meetings with Dan & coordinators to discuss Middle School Afterschool Program Draft & Plans
- Work on Middle School Afterschool Program Draft & Fee Schedule & Program Costs
- Meetings with MRSD administrators & Park & Recreation Commissioners to discuss Middle School Afterschool programming

Parks Beaches and Grounds:

- Trash 3 days per week at all locations.
- Mowing of parks, ball fields and town properties
- Weed control in landscape areas
- Lining and maintaining all athletic fields in parks and schools for fall sports
- Remove Handicap walkways at beaches.
- Remove signs from beaches.
- Begin fall leaf removal.
- Remove debris from some Conservation properties.
- Remove debris from North Beach Island w/Harbormaster boat assistance.

POLICE DEPARTMENT/HARBORMASTER DEPARTMENT: Submitted by Chief Mark Pawlina

Providing Excellence in law enforcement and community policing services to our citizens through dedication, fairness and professionalism

During the month of October 2013 the Chatham Police Department provided services to a number of events in town including:

- Special Town Meeting
- Special Town Election
- Pumpkin People in the Park
- Annual Nun Run
- Annual Oktoberfest
- Halloween Night
- Meet the Fleet

In addition to these events, the Police Department also hosted another Prescription Drug Give-Back Day in partnership with the Drug Enforcement Administration. This effort is to help provide a safe and effective way to dispose of unwanted or unused prescription medications. Prescription drug use and abuse continues to be a significant problem across the Cape and the nation. We will continue to participate in these efforts and we thank the Health Department for their assistance.

Our Fall edition of the Chatham Police Community Newsletter was issued during the month of October. It is posted on the Town website and a limited number of copies are available at the Police Station lobby and at the Town Hall lobby for the public. In this issue three of the new

police officers are highlighted. These new officers have been introduced to the community and the Board of Selectmen previously and they are now completed their field training requirements and are currently out on patrol in the community.

There were no definitive crime trends or patterns that occurred during the month of October.

CPD Crime Statistics – Month of October 2013	
0	Forcible Rape
0	Forcible Fondling
0	Kidnapping/Abduction
1	Aggravated Assault
3	Simple Assault
0	Arson
0	Intimidation
3	Burglary – B&E
1	Shoplifting
2	Theft from Building
3	Other Larceny, Swindle, Stolen Property
0	Credit Card/Automatic Teller Theft
0	Statutory Rape
0	Motor Vehicle Theft
0	Counterfeiting/Forgery
3	Destruction/Vandalism
0	Disorderly Conduct
2	Driving Under the Influence
0	Drug/Narcotic Violations
0	Bad Checks
0	Liquor Law Violations
1	Trespass Offense
1	Drunkenness
0	All Other Offenses
9	Town By-Law, Traffic Arrests
29	Total Crimes

Motor Vehicle Accidents – Month of October 2013	
0	Major Property Damage Accident
3	Minor Property Damage Accident
2	Accident with Injuries
5	Total Accident Investigations

CHATHAM HARBORMASTER DEPARTMENT

PROFESSIONAL-COMPETENT-READY Committed to serving the maritime community in a fair and equitable manner to ensure the safe, environmentally friendly and lawful use of Chatham's maritime resources and facilities.

Operations:

- H-25B responded to a vessel aground near Claflin Landing.
- H-24 responded to disabled vessel in Pleasant Bay.
- H-25B responded to a vessel aground in the South Way.
- H-25B ATV out to North Beach Island.
- H-25B provided transportation to and from North Beach Island for clean-up effort with Senior Environment Corps.
- H-25B provided transportation to Parks & Recreation Department personnel to and from North Beach Island to remove beach signs.
- H-25B in coordination with Coastal Resources removed bird signs and stakes from North Beach Island.
- H-25B provided transportation to and from North Beach Island for Parks and Recreation crew to remove debris on two occasions.
- H-25B in coordination with Massachusetts Division of Marine Fisheries deployed real-time shark receiver as a test case. Further testing is pending.
- H-25B checked shark buoys with Massachusetts Division of Marine Fisheries.
- H-25B replaced buoy flags in Chatham Harbor and Chatham Bar.
- H-25B removed swim buoys and rock buoys in Nantucket Sound.
- H-25B serviced all aids to navigation (ATON) in Aunt Lydia's cove.
- H-25 replaced #5 buoy Chatham Harbor.
- H-25B pulled two delinquent moorings.
- H-25B removed south cut ocean-side flags.
- Mitchell River Bridge openings -09.
- Provided safe mooring for 07 transient vessels.
- 19 pump-outs at Fish Pier and Old Mill Boat Yard.
- Closed loop pressure wash system/trailer on commercial fishing vessel at Ryder's Cove. This is a shared resource funded by the CIC grant for Harwich and Chatham.

Maintenance:

- H-25B hauled for maintenance.
- Hauled H-24 for seasonal relief.
- End of season service on H-24.
- Sent out propeller on H-26 for re-conditioning.
- Launched H-26 for winter ops.
- Maintenance and repair for all three personal watercraft from Beach Patrol.
- Hauled float docks at Ryder's cove.
- Hauled H-16, winterized and stored.
- Hauled mooring floats in Aunt Lydia's cove.

Administration:

- Office Manager logged ~368 phone calls and office visits relating to mooring permits and waiting lists, transient mooring requests, pump outs, ramp use and regulation compliance issues.
- Answered inquiries regarding offers for 20 additional docking permits.

- Prepped 2,426 mooring renewals, prep including mooring tackle updates, reconciling outstanding boat excise with Tax Collector's office, & any outstanding renewal issues.
- Prepped 1,190 wait list renewals.
- Continued processing approximately 50 new mooring assignments.

Meetings/Training:

- 10/02 – Deputy Harbormaster and Assistant Harbormaster attended fuel training at Fish Pier.
- 10/03 – Harbormaster and Deputy Harbormaster attended Waterways Advisory Committee meeting.
- 10/10 – Harbormaster meeting with Chief of Police.
- 10/15- Harbormaster and Office Manager attended mooring renewal meeting at Town Hall.
- 10/17 – Deputy Harbormaster attended meeting at Saquatucket Harbor to discuss HTC waiver and familiarization on Harwich's new boat.
- 10/24 – Harbormaster attended Aunt Lydia's Cove Committee meeting.
- 10/24 – Two boat drills with Coast Guard.
- 10/28 – Harbormaster meeting with Chief of Police.
- 10/29 – Harbormaster attended meeting with Harwich Harbormaster.
- 10/31 – Harbormaster meeting with Deputy Police Chief.

Upcoming Projects:

- Build float docks for dinghy's at Fish Pier north jog.
- Continue pursuit of adding Stage Harbor buildings and parking lot to the LED lighting conversion project.
- Continue seasonal maintenance on boats, trailers and vehicles.
- Commence seasonal relief of ATON.
- Remove shark buoys for the season.
- Assist Parks & Recreation with North Beach Island clean-up as requested.
- Coordinate with Coast Guard to schedule NASBLA training for regional harbormaster staff.
- Haul floats at Barn Hill Landing.

Fish Pier:

- Safely managed vehicular and vessel traffic, parking lot, wharfs and docks at Fish Pier.
- Commence lease review for Red's Best, north side packing bay at the Fish Pier.

PRINCIPAL PROJECTS AND OPERATIONS: Submitted by Terry Whalen

PRINCIPAL PROJECTS

Department Project Activity - There was activity during the month of October 2013 on these Department projects:

- West Chatham Roadway Design Project – Continued project coordination with consultant, staff and MassDOT in preparation for November 12, 2013 Board of Selectmen Meeting.
- New Fire Station Headquarters Project – OPM, Designer, CPRC, public, and staff coordination. Meeting preparation/coordination for the Retired Men's Club Meeting (October 4, 2013), Special Town Meeting (October 7, 2013) and the Special Election (October 10, 2013). Upon project approval worked on the development of OPM and Architect scopes and agreements for moving into the Design Development Phase.
- Airport Commission – Attendance at monthly meeting (October 21, 2013), continued responses/meetings with various staff and citizens on concerns raised in email correspondence about skydiving and airport operations and funding.
- Energy Committee - Preparation for and attendance at October 2, 2013 monthly meeting
- Phase I Solar Project – Project status monitoring with CVEC and final document coordination (Groundbreaking held November 12, 2013)
- Phase II Solar Projects – Continued coordination with Broadway Electric for Police Station and Town Offices Annex PV rooftop installations (expected start in November).

Inter-Departmental Projects/Other Support - Staff was also involved in other town-wide projects in the month of October 2013 as follows:

- Marconi Station Project / Phase II Hotel Rehabilitation – Continued parking lot installation coordination, review of handicap access and hotel roof drainage
- COA Emergency Generator – Final Installation logistics and testing
- Procurement and Project Management activities associated with CPA funded studies for the restoration of historic windows at the Eldredge Public Library and the Caboose at the Chatham Railroad Museum.
- Participated in Fish Pier lease review
- Attended meeting on water treatment plant planning

OPERATIONS - Department activities related to Operations in October 2013 included:

- Library Repairs and Upgrades – Continued oversight on system component reviews and repairs to drainage (sump and ejector pit operation, clearing drain lines) and other related items to reduce water infiltration into lower level of the building.
- Fish Pier Overlook – Evaluation and coordination activities with staff and a structural engineer to review solutions to resolve safety issues associated with the deficient deck connection to Fish Pier Building.
- Setup demonstration for staff on work order/facility management software
- Attendance at regional planning conference and state procurement training
- Please see the below Facilities Crew report for maintenance activities for the month of October

FACILITIES DEPARTMENT: Submitted by Chip Whalen

To deliver thorough and timely service to citizens and staff in a courteous and professional manner. To maintain buildings in a clean, safe condition at all times.

In addition to daily routine duties (building rounds, general monitoring, preventative maintenance inspections and responses), the Facilities Crew also worked on the following specific items:

- Coordinated repairs and inspections of fire protection system repairs at the Police Department, Library and DPW.
- Assisted in staff review of new library carpet material fire and code compliance
- Planning for the underground utility connection at the Bassett House
- Set up scheduling for seasonal closures at the Hardings Beach, Oyster Pond Park and Veterans Field public restrooms and the Railroad Museum
- Initiated alarm repairs at the Fish Pier
- Attended meetings and provided information to structural engineer for repairs to the Fish Pier overlook deck
- Trenching for the emergency generator installation at the COA
- Supported HVAC contractor with seasonal changeovers in multiple buildings
- Made handrail wall connection repairs in the Annex Large Meeting Room
- Built sign for the Health and Environment Department
- Helped with the setup and breakdown for Special Town Meeting and the Special Election
- Assisted plumber in the replacement of the hot water heater at Kate Gould Park Rest Rooms
- Worked with DPW and plumbing contractors to evaluate drainage, pump function, drainlines and made necessary repairs at the Eldredge Public Library
- Attended annual safety inspection for the elevator at the Eldredge Public Library
- Completed roof repairs to leaking shed roof at the Transfer Station
- Painting of the lower level at the Library

DEPARTMENT OF PUBLIC WORKS: Submitted by Jeff Colby

Our focused effort is to provide rapid and friendly service responses that are inviting, helpful, and courteous to all who contact any employee of the DPW.

McCoy water main installation

The contractor completed the water main installation on McCoy Road during the week of October 14th. The final punch list items are being complied and should be completed in early November. This project provides a new 8" water main and fire hydrant to a newly created roadway.

Water Iron & Manganese Treatment Facility

A design progress meeting was held on October 11th with the designer and Owners Project Manager (OPM) for the Iron & Manganese Treatment facility for Wells #6 & #7. Two sites are under consideration as the location for this facility. The sites are located off Morton Road near Well #7 and off Middle Road near the Wastewater Treatment facility.

Transfer Station maintenance

The Transfer Station is now closed on Wednesdays for the winter. We are using this closure on Wednesdays to conduct maintenance projects. Welding of some of the wall supports in the

solid waste building was completed at the end of October. During the week of October 7th pavement patching was also completed by the Highway Division. A new roll-up door has been ordered and should be installed at the beginning of December.

Solid Waste disposal options

The Solid Waste Advisory Taskforce presented their waste disposal options to the Board of Selectman on October 22nd. The Board of Selectman voted not to implement a Pay As You Throw option at this time. Contract negotiations are on-going for a new solid waste disposal contract beginning in January 2015.

Drop & Swap

On October 19th, a recycling awareness event was held at the Chatham Transfer Station called Drop & Swap. The event provided education regarding recycling in Chatham, and coincided with the final weekend that the Gift Shop was open for this season. The event was well attended.

LED streetlights

A meeting was conducted on October 2nd to kick-off the replacement project for the LED streetlights on Cape Cod. The streetlight assessment will be conducted during November and the installation of the LED streetlights in Chatham is expected in March 2014.

Sewer Collection System Construction

A meeting was conducted on October 10th with the Town, D&C Construction, and GHD to review the progress to date on the Stage Harbor Pump Station and sewer collection system project for Stage Harbor Road and Cedar Street. A design workshop was also held on October 29th to review future areas of sewer construction.

MCI Hotel Building Site Work

During the week of October 7th, drainage was installed for the handicap parking area and the final grading of that area was completed. The front sidewalk was installed during the week of October 14th. Paving of the handicap parking area is expected to be completed in early November.

Road drainage improvement projects

On October 11th a catch basin at Barn Hill Landing was relocated. On October 15th a catch basin near the intersection of Old Queen Anne Road and Route 137 was replaced. On October 17th and 18th 5 catch basins on Holway Street were replaced. Two new catch basins were also added on Fox Hill Road to address storm water issues at those locations.

Barn Hill Road resurfacing

During the week of October 28th, all manholes and catch basins on Barn Hill Road were raised by 1 ½" to accommodate a final layer of asphalt. This resurfacing of Barn Hill Road is expected to be completed in early November.

DPW Division Operations

Attached are the reports from the Department of Public Works divisions consisting of the Water, Sewer, Solid Waste Transfer Station, and Highway Divisions.

October Water Pumpage:

<i>Monthly Total</i>	<i>Maximum Day</i>	<i>Minimum Day</i>	<i>Average Day</i>	<i>Estimated Other Use</i>	<i>Previous Month</i>
36,469,800 Gallons	1,843,400 Gallons	675,200 Gallons	1,176,445 Gallons	2,792,228 Gallons	47,990,500 Gallons

The variance between October 2013 and October 2012's pumpage shows an increase of 33.1 %, this equates to 9,064,800 gallons.

<i>Process Control</i>	<i>Flushing and Blowoffs</i>	<i>Municipal Usage</i>	<i>Chatham Fire Dept.</i>	<i>New Mains</i>	<i>Fire Flow Tests</i>
265,532 Gallons	577,800 Gallons	32,650 Gallons	32,750 Gallons	63,000 Gallons	715,184 Gallons

Total other uses 2,792,228 gallons.

Water Sampling

- 10 bacteria samples were taken for the month of October. All were free of bacteria.

Station Maintenance

- Routine and annual maintenance and housekeeping was performed at all stations.
- Static and dynamic (drawdowns) water level readings were recorded for each well.
- The 1.25 MG storage tank was drained and cleaned. It was noted that there was very little staining of the interior coating due to the PAX mixer.
- Well 8 VFD was replaced however we are still experiencing some ground fault issues during operation. We are investigating the cause.

System Maintenance

- Dubis removed the old water main tee servicing Holway Street.
- The Tabitha Terrace water main looping was completed by Dubis.
- Dubis replaced the main to curb services for 80 and 84 Old Harbor Road.
- Two water services that developed leaks on Queen Anne Road during the sewer main construction were repaired by Bortolotti Construction.
- The South Chatham area was thoroughly flushed to lessen water quality complaints originating from the use of Wells 6 & 7 during the summer months.
- Robert Our installed a new water main on McCoy Road.
- Fire flow testing was completed and a report delivered to the town.
- All fire hydrants that do not drain properly were winterized.

Meter Activities

<i>Dig Safes</i>	<i>New</i>	<i>Final</i>	<i>Turn on/off</i>	<i>Repair</i>	<i>Replace</i>	<i>Inspections</i>
212	3	26	85	17	22	16

Meter Reading

- Water meter readings were completed for the month of October.

MAIN FACILITY

- Daily, weekly and monthly laboratory testing was performed.
- Bi-weekly and monthly samples were collected and sent to Rhode Island Analytical Laboratory for analysis.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- All portable emergency pumps, generators, blowers and compressors have been tested and exercised.
- All off-line equipment has been exercised.
- We York raked all effluent sand beds.
- We mowed and trimmed a portion of the WPCF grounds.
- Tom DeCosta from NSC was on site on October 1, 2013 to address an electrical issue with the Lakeside unit pinch valve.
- On October 4, 2013, we received 2,988 gallons of Methanol from Univar.
- Steve Rose of Woodard & Curran was on site on October 7, 2013 to continue to trouble shoot ongoing issues with the SCADA system.
- On October 7, 2013, representatives of Simple Grinnell were on site to trouble shoot ongoing issues with the fire system.
- On October 10, 2013, Paul Radion of Rise Engineering was on site to review the VFD needs/requirements for odor control unit 1.
- The Town DPW mechanics performed the annual PM's on sewer vehicles S-1 and S-2.
- Received the rebuilt belt wash pump for belt filter press (BFP) # 1.
- Attempted to shut off Odor Control Unit # 1 but experienced high a hydrogen sulfide alarm. We are awaiting Rise Engineering's assessment and schedule for the installation of a variable frequency drive for the unit.
- On October 18, 2013, we hosted an E-one pump seminar at the Chatham Community Center.
- Annese Electric continued to address outstanding electrical issues throughout the facility; they replaced the surge protector at the methanol station and installed the missing inner panel for the methanol breaker panel.
- Steve Rose of Woodard & Curran was on site on October 22, 2013 to address an outstanding SCADA issue with the belt filter press' feed pump.
- On October 23, 2013, a representative of HACH was on site to perform the quarterly calibration and preventative maintenance on their process equipment.

SLUDGE DEWATERING BUILDING

- Performed sludge dewatering on October 7th, 16th, 21st and 28th.
- We disposed of the sludge cake at the Yarmouth W.W.T.F.

- We received the rebuilt belt wash pump for belt filter press 1 from Industrial Pump Service (IPS).
- Annese Electric continued to address outstanding electrical issues and installed proper labeling on the MCC panel in the building.
- On October 25, 2013, Simplex Grinnell replaced a faulty fire alarm panel located in the building. The fire system is now working properly.

STAGE HARBOR ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- We performed weekly exercising of the emergency generator.
- D&C began work on the installation of the two (2) eight inch (8") force mains for the station throughout the week.
- On October 7, 2013, representatives of NSTAR Electric installed a new service pole for the station.

QUEEN ANNE ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- We performed weekly exercising of the emergency generator.

MILL POND ROAD EJECTOR STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- Representatives of Gustavo Preston performed the annual preventative maintenance on the station.

C.H.O.P.S. PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.

HUCKLEBERRY ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- WPCF staff performed grounds keeping at the station.

GEORGE RYDER ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.

LIME HILL ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.
- WPCF staff performed grounds keeping at the station.

MEADOWVIEW ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.

HORSESHOE LANE PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.

BARN HILL ROAD PUMPING STATION

- Daily inspections and checks of the station were performed.
- Daily, weekly and monthly O&M requirements were met and completed utilizing computerized maintenance program work orders.

COLLECTION SYSTEM AND FORCEMAIN

- Grease trap inspections for the month of October were performed and completed.
- Dig safe mark outs are up to date.
- Representatives of the Robert B Our Company replaced the following manhole covers located on Rte. 28 in an effort to address the on-going noisy manhole complaints:
 - Intersection of George Ryder and Rte. 28
 - Intersection of Chatham Heights and Rte. 28 and
 - Intersection of Old Queen Anne and Rte. 28
- On October 3, 2013, a sewer installation inspection at 70 Meadowview Road South was performed. RB Our was the contractor.
- On October 4, 2013, we activated (opened the curb stop) 54 Summerhill's sewer system. TW Nickerson was the contractor.
- On October 7, 2013, a sewer installation inspection at 113 Meadowview Road was performed. RB Our was the contractor.
- On October 8, 2013, a sewer installation inspection at 106 Meadowview Road was performed. RB Our was the contractor.
- On October 10, 2013, a sewer installation inspection at 21 Meadowview Road was performed. RB Our was the contractor.
- D&C Construction commenced the new Stage Harbor station force main installation on October 15, 2013.
- On October 17, 2013, performed a sewer installation inspection at 144 Barnhill Road. RB Our was the contractor.

- On October 17, 2013, performed a sewer installation inspection at 172 Meadowview Road. McIntire was the contractor.
- On October 18, 2013, performed a sewer installation inspection at 145 Barnhill Road. RB Our was the contractor.
- On October 21, 2013, performed a sewer installation inspection at 198 Barnhill Road. RB Our was the contractor.
- On October 21, 2013, performed a sewer installation inspection at 11 & 15 Shattuck Lane. Barrows was the contractor.
- On October 24, 2013, performed a sewer installation inspection at 107 Barnhill Road. RB Our was the contractor.
- On October 25, 2013, J.W. Dubis repaired the sewer service at 80 Old Harbor Road that had become clogged with roots.

CHATHAM WATER POLLUTION CONTROL
FACILITY
MONTHLY REPORT
October 2013

INFLUENT

<i>Total Influent received for the month</i>	4,250,882	Gallons
<i>Total Septage received for the month</i>	38,942	Gallons
<i>Total Grease received for the month</i>	2,490	Gallons
<i>Combined flow received for the month*</i>	4,292,314	Gallons

LOADING**

<i>Pounds of BOD received per day</i>	983.5
<i>Pounds of BOD removed per day</i>	977.4
<i>Pounds of TSS received per day</i>	2526.3
<i>Pounds of TSS removed per day</i>	2524.2

FINAL EFFLUENT QUALITY**

<i>Total Suspended Solids</i>	1.8	Permit 10 mg/l	99.9%	Removal
<i>Biochemical Oxygen Demand</i>	5.4	Permit 30 mg/l	99.0%	Removal
<i>Nitrate Nitrogen</i>	0.5	Permit 10 mg/l		
<i>Total Nitrogen</i>	2.7	Permit 10 mg/l		

Prepared by Michael B. Keller - Chief Wastewater Operator

* This includes Septage and Grease flows

** These numbers are monthly averages

BRL = Below Reporting Limit

CHATHAM TRANSFER STATION
MONTHLY RECYCLING REPORT

COMMODITY	MARKET	TONNAGE	HAULER	REVENUE
MONTH: October 2013				
TIN				
ANTIFREEZE	SK	110 gal		
OIL FILTERS	SK	2.55 gal		
BATTERIES		0		
PAINT		0		
TIRES	BOBS	18 pc		
WASTE OIL	CYN			
CLEAR GLASS	CRA	25.77 t		
MIXED GLASS				
UNIVERSAL WASTE		0		
#1 CLEAR PLASTIC				
#2 MIXED PLASTIC				
#1-7 MIXED PLASTIC	AAA	3.52 t		
CARDBOARD	AAA	17.34 t		
mixed paper	AAA	22.64 t		
rigid plastic	AAA			
textiles	Baystate	2.95 t		
METAL PILE	EXCEL	10.17 t		
WHITE GOODS	EXCEL			
PROPANE TANKS	RINDGE			
GOT BOOKS	GB	2.99 t		
RED CROSS	RC	2.00 t		
SALVATION ARMY	SA	.130 t		
PLANET AID	PA	.43 t		
DEMOLITION	ABC	46.84 t		
CHAMP HOMES	CH	4.23 t		
MATTRESSES		0		
COMPOST	TP	0		
WOOD CHIPS	TP	0		
BRUSH	TW NICKERSON	52.10 t		
BOY SCOUTS	BS	.14 t		
C R T'S	e r	4.64 t		

NI CAD BATTERIES		2 boxes	
Single Stream	Aaa		
semass	17 loads	392.16 t	23 t avg
rolloff			
watts farm	Watts	.46 t	
flags			

TOWN CLERK: Submitted by Julie Smith

Neutrality - Impartiality - Trust: The Town Clerk's Office upholds the integrity of the town's democratic process by ensuring the town voters can rely upon impartiality and neutrality at our town meetings and elections. We strive for a well-informed public by maintaining and preserving the official town records consistent with the Town Charter, local, state, and federal laws, by providing equal and professional service to all.

VITAL RECORDS:

We recorded the following number of Vital Records during the month of October, 2013:

2	Birth Certificates
7	Intentions of Marriage
13	Marriage Certificates
17	Death Certificates

VOTER REGISTRATION:

We processed 18 new voter registrations and removed 14 voters due to death or change of residence. The total number of registered voters at the close of October was 5,556. Our total number of residents was 6,224.

SPECIAL TOWN MEETING/SPECIAL TOWN ELECTION:

The Special Town Meeting was held on Monday, October 7, 2013. There were 319 voters present. The Special Town Election was held on Thursday, October 10, 2013 from 7:00 am until 8:00 pm in the Community Center gymnasium. 673 ballots were cast (12% of our electorate).

CASH RECEIPTS:

The total amount collected and submitted to the Treasurer's Office for the month of October was \$1,666.00.

* * * * *

Should you have any questions regarding the forgoing, please contact Jill Goldsmith, Town Manager at 508.945.5105 or jgoldsmith@chatham-ma.gov. Please visit the Town's website for more up to date information – www.chatham-ma.gov